



REPUBLIC OF THE PHILIPPINES  
**CITY OF PARANAQUE**  
**BUSINESS PERMITS & LICENSING OFFICE**  
**SPECIAL REQUIREMENTS**  
**BY NATIONAL GOVERNMENT AGENCIES**



<b>ACCOUNTING FIRMS</b> - if providing any of the following services: managing client money, securities or other assets, management of bank, savings, securities or other assets, organization of contributions for the creation, operation or management of companies, creation, operation or management of juridical persons or arrangements, and buying and selling business entities	- PRC License - Anti-Money Laundering Council (AMLC) / Certificate of Registration (COR) or Provisional Certificate of Registration (PCOR)	<b>FERTILIZER DEALERS</b> - Handlers, Manufacturer, Processor, Formulator, Bulk Blender, Importer, International User, Exporter, Repacker, National Distributor	- Fertilizer and Pesticide Authority (FPA) / Certificate of Registration or License to Operate
<b>AGRICULTURAL PEST CONTROL OPERATOR/ DRONE SPRAYING OPERATOR LICENSING</b> - Pesticides/ Agricultural Chemicals	- Fertilizer and Pesticide Authority (FPA) / Certificate of Registration or License to Operate	<b>FINANCIAL INSTITUTION</b> - Persons supervised and/or regulated by the Bangko Sentral ng Pilipinas - Banks, - Quasi-banks, - Trust entities, - Pawnshops, - Non-stock savings and - Loans associations, - Other non-bank financial institutions which under special laws are subject to BSP supervision and/or regulation, - Electronic money issuers, - Foreign exchange dealers, - Money changers, - Remittance agents, - Transfer companies, - All other persons and their subsidiaries and affiliates supervised and regulated by the BSP)	- Bangko Sentral ng Pilipinas Certificate of Registration/ Authority to Operate - Anti-Money Laundering Council (AMLC) /Certificate of Registration (COR) or Provisional Certificate of Registration (PCOR)
<b>AMBULANCE SERVICE PROVIDER</b>	- Department of Health (DOH) License to Operate	<b>FOOD ESTABLISHMENT</b> - Food Delivery	- Proof of Pest Control - Compliance with CCTV Ordinance - Commissary Business Permit
<b>AMBULATORY SURGICAL CLINIC</b>	- Department of Health (DOH) License to Operate	<b>FRANCHISED BUSINESS/ USING A TRADENAME</b>	- Franchise Agreement > Photocopy of valid ID of Franchisor and Franchisee with three (3) specimen signatures - IPO Certificate of Registration > or Authority to use IPO Registered Tradename > Photocopy of valid ID of signatories with three (3) specimen signatures - Secretary's Certificate of signatories, if applicable
<b>ANIMAL FACILITIES</b> - Livestock & Non-livestock	- Bureau of Animal Industry (BAI) Certificate of Registration/ License to Operate	<b>DEALER/ DISTRIBUTOR</b>	- Dealership/ Distributorship Agreement - Valid ID of signatories with three (3) specimen signatures
<b>ANIMAL FEEDS &amp; VETERINARY DRUGS</b> - Manufacturer, Importer, Commercial Feed Trader of Veterinary Drugs and Products - Manufacturer, Importer, Exporter, Retailer, Wholesaler, Feed Supplier and Repacker, Feed Distributor, Dealer, Retailer of Veterinary Drugs and Products	- Certificate of Product Registration from the Bureau of Animal Industry (BAI) - License to Operate from the Bureau of Animal Industry (BAI)	<b>GAMING</b> - CASINOS, including internet-based casinos and ship-based casinos, with respect to their casino cash transactions related to their gaming operations - OFFSHORE/ INSHORE GAMING OPERATORS, as well as their service providers, supervised, accredited or regulated by Philippine amusement (PAGCOR) or any other government agency	- Letter of No Objection (LONO) - Philippine Amusement and Gaming Corporation (PAGCOR) Notice to Commence/ License/ Certificate of Accreditation - Anti-Money Laundering Council (AMLC) /Certificate of Registration (COR) or Provisional Certificate of Registration (PCOR)
<b>BAKESHOP (LARGE SCALE)</b>	- Food and Drugs Administration (FDA) License to Operate	<b>GASOLINE STATION</b>	- Department of Energy and Natural Resources (DENR) Environment Compliance - Department of Energy (DOE) Certificate of Compliance
<b>BIRTHING HOME/ MATERNITY, LYING-IN CLINICS</b>	- PhilHealth Accreditation - PRC License - Department of Health (DOH) License to Operate	<b>GUNS &amp; AMMUNITION DEALER/ SHOP/ INDENTOR, REPAIR SHOP</b>	- Philippine National Police (PNP) License to Operate - PNP Certificate of Accreditation - Gunsmith License
<b>BLOOD CLINIC, BLOOD COLLECTION UNIT/CENTER, BLOOD STATION</b>	- Department of Health (DOH) License to Operate	<b>HOMEOWNERS ASSOCIATION</b> - Community Mortgage Program, Land Tenure Assistance Program and other similar HOA - HOA Federation - Government Housing and Resettlement HOA - NHA HOA	- Department of Human Settlements and Urban Development (DHSUD)
<b>CARGO FORWARDER, FREIGHT FORWARDER</b>	- Fair Trade Enforcement Bureau (FTEB) Accreditation/Permit	<b>INSURANCE COMPANIES</b> - Persons (including their subsidiaries and affiliates) supervised and/or regulated by the Insurance Commission (IC): > Pre-need companies, > Insurance agents, > Insurance brokers, > Professional reinsurers, > Reinsurance brokers, > Holding companies, > Holding company systems, > Mutual benefit associations, > All other persons and their subsidiaries and affiliates supervised and regulated by the insurance commission	- Anti-Money Laundering Council (AMLC) /Certificate of Registration (COR) or Provisional Certificate of Registration (PCOR)
<b>CLINICAL LABORATORY, COVID TESTING LABORATORY</b>	- Department of Health (DOH) License to Operate	<b>JEWELRY DEALERS</b> - Dealers in precious metals - Dealers in precious stones	- Anti-Money Laundering Council (AMLC) / Certificate of Registration (COR) or Provisional Certificate of Registration (PCOR)
<b>CONTRACTOR</b> General/ Specialty/ Engineering /Pakyaw Contractors (General Engineering Contractor, General Building Contractor, Specialty Contractor, Construction Management, Engineering and Specialized Consultancy Group-Architecture, Surveying, Construction-Related Management Consultancy Services & Project Development)	- Philippine Contractors Accreditation Board (PCAB) / Contractors License – Regular, Special, or Pakyaw	<b>LAW FIRM</b> - if providing any of the following services: > managing of client money, securities or other assets, management of bank, savings, securities or other assets, organization of contributions for the	- Integrated Bar of the Philippines (IBP) I.D. - Anti-Money Laundering Council (AMLC) / Certificate of Registration (COR) or Provisional Certificate of Registration (PCOR)
<b>COCKPIT/ COCKFIGHT OPERATORS</b>	- Sangguniang Panlungsod Franchise/ License		
<b>COMPANY SERVICE PROVIDERS</b> - Which, as a business, provides any of the following services to third parties > Acting as a formation agent or juridical person, > Acting as a director or corporate secretary of a company, a partner of a partnership, or a similar position in relation to other juridical persons, > Providing a registered office, business address or accommodation, correspondence or administrative address for a company, a partnership or any other juridical person or legal arrangement, > Acting as a nominee shareholder for another person)	- Anti-Money Laundering Council (AMLC) / Certificate of Registration (COR) or Provisional Certificate of Registration (PCOR)		
<b>CUSTOMS BROKERAGE</b>	- PRC License - Bureau of Customs (BOC) / Certificate of Registration/Certificate of Accreditation		
<b>DENTAL CLINIC</b>	- PRC License - Parañaque Dental Chapter (If Applicable) Certificate of Membership/ Proof of Payment of Membership Dues		
<b>DIALYSIS CLINIC</b>	- Department of Health (DOH) License to Operate		
<b>DRINKING WATER ANALYSIS LABORATORY</b>	- Department of Health (DOH) Certificate of Accreditation		
<b>DRUG STORE, TRADER, IMPORTER, DISTRIBUTOR, EXPORTER, WHOLESALER, SPONSORS, AND CLINICAL RESEARCH ORGANIZATIONS</b>	- Food and Drugs Administration (FDA) License to Operate - PRC License of Pharmacist		
<b>DRUG TESTING LABORATORY AND/OR REHABILITATION CENTER</b>	- Department of Health (DOH) License to Operate - Department of Health (DOH) Certificate of Accreditation		
<b>EMISSION TESTING SERVICES</b>	- Fair Trade Enforcement Bureau (FTEB) Accreditation/Permit		
<b>EMPLOYMENT AGENCY, MANPOWER, RECRUITMENT AGENCY</b>	- For local employment: > Department of Labor and Employment (DOLE) Registration - For overseas employment: > Department of Migrant Workers(DMW) Registration		

creation, operation or management of companies, creation, operation or management of juridical persons or arrangements, and buying and selling business entities		> Manufacturer of related equipment and materials	
<b>LEARNING INSTITUTION</b> - Pre-school, Primary & Secondary  - Private Tertiary and University  - Technical Vocational Schools	- Department of Education (DepEd) Certificate of Recognition - Commission on Higher Education (CHED) Certificate of Recognition - Technical Education and Skills Development Authority (TESDA) Certificate of Accreditation	<b>PEST CONTROL</b>	- Pest Control License from Fertilizer and Pesticide Authority
<b>LESSOR</b>  - If the owner is deceased:  - If the applicant is not the owner:  - If the applicant is a co-owner:  - If without TCT, but with Tax Declaration  - If applicant is operating as a corporation and title is owned by a single person:	- Certificate of Occupancy > <b>For All Applicants</b> - Certificate of Occupancy - Valid Certificate of Occupancy for the building or structure where the business will operate > <b>Additional Requirement</b> - New Certificate of Occupancy is required of the applicant has conducted any fit-out, renovation, alteration, addition, conversion, or construction within the leased space/unit. - Transfer Certificate of Title - Affidavit of Sworn Declaration of all real properties for lease with tenants listed therein, its corresponding monthly rental and area (sqm) - Death Certificate - Extra-judicial Settlement/ Last Will and Testament/ Affidavit of Self-Adjudication; or > IDs of Signatories with 3 Specimen Signatures - Certificate Authorizing Registration (CAR) from BIR - Special Power of Attorney (SPA) from title owner > IDs of Signatories with 3 Specimen Signatures - Consent of other co-owners > IDs of Signatories with 3 Specimen Signatures - Certificate of Award Notice from NHA/UMADO - Certificate of Bonafide owner from HOA - Special Power of Attorney from title owner; or - Notarized Usufructuary Agreement - IDs of Signatories with 3 Specimen Signatures	<b>PET SHOP, VETERINARY CLINIC/ HOSPITAL, PET GROOMING</b> <b>PEZA/BOI REGISTERED BUSINESSES</b> <b>PSYCHIATRIC CARE FACILITY</b> <b>REAL ESTATE BROKER</b>  <b>REAL ESTATE DEVELOPER</b>	- Bureau of Animal Industry (BAI) Certificate of Registration/ License to Operate - PEZA/BOI Certificate of Registration - Certificate of Exemption - Certificate of Entitlement to Tax Incentives - Department of Health (DOH) License to Operate - PRC License - Certificate of Bonafide owner from HOA - Anti-Money Laundering Council (AMLC) / Certificate of Registration (COR) or Provisional Certificate of Registration (PCOR) - Building Permit - Certificate of Occupancy - HLURB Permit - Inventory of Units with Sale Price - Anti-Money Laundering Council (AMLC) / Certificate of Registration (COR) or Provisional Certificate of Registration (PCOR)
<b>LENDING COMPANIES</b>	- Certificate of Authority to Operate from the Securities and Exchange Commission (SEC)	<b>REPAIR SERVICES</b> - Motor Vehicles - Heavy Equipment and Machines - Electronics, electrical, air-conditioning, and refrigeration - Office machines and data processing equipment - Medical and dental equipment - Other consumer mechanical and industrial equipment, appliances, or devices	- Fair Trade Enforcement Bureau (FTEB) Accreditation/Permit
<b>LPG DEALER/ RETAILER, HAULER, MARKETER, REFINER, IMPORTER, BULK DISTRIBUTOR, TERMINAL OR DEPOT OWNER OR LESSOR MANUFACTURER, DISTRIBUTOR, TRADER, DEALER, AND/OR IMPORTER OF TOYS &amp; CHILDREN ARTICLES</b>	- Department of Energy (DOE) Standard Compliance Certificate and/or DOE License to Operate - License to Operate from the Bureau of Health Device & Technology (DOH) - Food and Drug Administration (FDA) License to Operate and - FDA Certificate of Product Registration	<b>SHOOTING RANGE</b>  <b>SECURITIES DEALERS</b> - Brokers/salesmen, - Investment houses and other similar persons managing securities or rendering services as > Investment agents/ advisors, > Advisors or consultants, > Mutual funds or open-end investment companies, > Close-end investment companies or issuers and > Other similar entities administering or otherwise dealing in commodities, or financial derivatives based thereon, valuable objects, cash substitutes and other similar monetary instruments or properties, supervised or regulated by the securities and exchange commission	- Philippine National Police (PNP) Certificate of Accreditation - Anti-Money Laundering Council (AMLC) / Certificate of Registration (COR) or Provisional Certificate of Registration (PCOR)
<b>MANUFACTURER, DISTRIBUTOR, AND TRADER of</b> - Drugs - Medical and Health related Devices - Food Supplements - Food Additives/Ingredients - Cosmetics - Household/Urban Pesticides - Health Products - Processed Foods - Novel Tobacco & other similar products	- Food and Drug Administration (FDA) License to Operate and - FDA Certificate of Product Registration	<b>SECURITY AGENCY, PRIVATE DETECTIVE AGENCY</b> - If for posting in the city	- PCSCULA National License - PNP (Camp Crame) License to Operate - Main Office Business Permit
<b>MASSAGE PARLOR/CLINIC, SPA</b>	- TESDA National Certificate (NCII) for Therapist - Department of Health (DOH) Massage therapist license	<b>SHIPPING BROKER</b> <b>TELECOMMUNICATION SERVICES, CABLE TV OPERATORS, VAS PROVIDER, VOIP PROVIDER/RESELLER</b>	- DTI Broker's Certificate - National Telecommunication Commission (NTC) Certificate of Registration
<b>MEDICAL CLINIC, HOSPITAL, PRIMARY CARE FACILITY (HEALTH CARE FACILITY)</b>	- Department of Health (DOH) License to Operate - PRC License of Physician > Employment Certificate/ Contract	<b>TOURISM</b> - Accommodation establishments - Adventure/eco-tourism facilities, museum and galleries, restaurants, rest areas, tourist shops/department store, tourism training centers - Ambulatory clinics, tertiary hospitals, SPAs - Farm tourism camps, day farm, farm stay - Mice organizer, mice facility/venue - Travel & tour agencies, travel agencies, tours operators, online travel agencies - Tourist land transport operators, tourist water transport operators, tourist air transport operators, motorized bancas	- Department of Tourism (DOT) Accreditation
<b>MEDICAL FACILITY FOR OVERSEAS WORKERS &amp; SEAFARERS</b>	- Department of Health (DOH) Certificate of Accreditation	<b>TOWING SERVICES</b>	- MMDA Accreditation/ License - TPMO Permit
<b>MERCHANT/ BROKER</b>	- Future Commodity merchant/Broker's License	<b>TRANSPORT SERVICE, RENT-A-CAR, TRUCKING, HAULING/ LOGISTICS</b> - If office only	- Land Transportation Franchising and Regulatory Board (LTFRB) Franchise - Location and/or Parking/Garage's Mayor's Permit
<b>MESSENGERIAL DELIVERY/COURIER SERVICE OPERATORS</b>	- Department of Information and Communications Technology (DICT) permit	<b>VAPOR PRODUCT (VAPE) AND HEATED TOBACCO PRODUCT MANUFACTURER</b> <b>VAPOR PRODUCT (VAPE) AND HEATED TOBACCO PRODUCT IMPORTER</b> <b>VIDEOGRAM RENTAL SERVICES</b>	- Philippine Standard Safety and Quality Certification from DTI - ICC Certificate - Optical Media Board (OMB) Videogram Permit
<b>MINING COMPANY</b>	- Department of Energy and Natural Resources (DENR) Clearance	<b>VIDEOKE BAR/CLUB</b>	- Health Certificate Occupational Permit of employees
<b>NEWBORN SCREENING CENTER</b>	- Department of Health (DOH) License to Operate	<b>WAREHOUSE</b> <b>WATER STATION</b>	- Main Office Business Permit - Potability Test - Physico-Chemical Analysis - DOH Permit to Operate
<b>OPTICAL MEDIA PRODUCER or - COPYRIGHT OWNER OF</b> > Film Products > Music Products > Games/Application Software > Business Software > Book on Disc	- Optical Media Board (OMB) Certificate of Registration/ License to Operate		